

CITY OF SANFORD  
EMPLOYMENT/PROMOTIONAL VACANCY ANNOUNCEMENT\*

FOLLOWING POSITIONS ARE CURRENTLY VACANT WITHIN THE CITY OF SANFORD IN THE DEPARTMENTS INDICATED

## HOW TO APPLY

SUBMIT A CURRENT AND COMPLETED CITY OF SANFORD EMPLOYMENT APPLICATION TO THE HUMAN RESOURCES DEPARTMENT, 300 N. PARK AVENUE, SANFORD, FLORIDA 32771. EMPLOYMENT APPLICATIONS WILL BE ACCEPTED NO LATER THAN 4:30 P.M. ON THE LAST DATE THE POSITION IS OPEN. IN-HOUSE APPLICATIONS SUBMITTED BY CITY EMPLOYEES MUST BE RECEIVED IN THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON THE CLOSING DATE OF THE POSITION. ***THE CITY OF SANFORD IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF AGE, SEX, SEXUAL ORIENTATION, RACE, NATIONAL ORIGIN, COLOR, RELIGION, DISABILITY, OR ANY OTHER PROTECTED STATUS. VETERANS PREFERENCE IS GIVEN ON INITIAL HIRE.*** FURTHER DETAILS AND INQUIRIES CONCERNING VETERANS PREFERENCE SHOULD BE DIRECTED TO THE HUMAN RESOURCES DEPARTMENT. PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT ADA COORDINATOR AT (407) 688-5025

THE CITY OF SANFORD MAINTAINS A "DRUG FREE" WORKPLACE ENVIRONMENT AND CONFORMS TO ALL REQUIREMENTS OF F.S. 440.102 REGARDING DRUG SCREENING FOR APPLICANTS AND CURRENT EMPLOYEES.

CITY EMPLOYEES ARE RESPONSIBLE FOR UPDATING THEIR PERSONNEL FILES.

<b>POSITION GRADE &amp; SALARY</b>	<b>DEPARTMENT</b>	<b>NATURE OF WORK</b>	<b>MINIMUM EDUCATION AND EXPERIENCE</b>	<b>POSTING PERIOD</b>
<b>CUSTOMER SERVICE REPRESENTATIVE</b>    A117  \$23,231.12 - \$35,427.47  REQ. #09-029	<b>UTILITIES/ADMIN</b>	Clerical/Cashier work involving the collection and processing of utility payments. Answers questions and processes complaints regarding customer bills. Prepares cash reports. Initiates work orders for new accounts, termination of accounts, meter re-reads, calibration tests, and pressure tests. Calculates fees, charges, and refunds. Counts monies received. Checks and balances cash.	High School Diploma or GED; supplemented by a demonstrated aptitude for customer service oriented work, and one (1) year clerical and cashiering functions, and demonstrated organizational skills; or an equivalent combination of education, training, and experience.  (Must be able to pass criminal background check)	<b>9/23/2009 – 10/7/2009</b>